

California Department of Aging Access to Public Records

How can I request a public record?

You can request a copy of a public record by writing, faxing, e-mailing or phoning your request to the California Department of Aging (CDA).

Mailing Address:

California Department of Aging
Public Affairs Office
1300 National Drive
Sacramento, CA 95834

Fax: (916) 928-2268 or (916) 928-2267

E-mail: CCory@aging.ca.gov or PWheeler@aging.ca.gov

Phone: (916) 419-7500

If you phone in your request, we may send you a confirmation letter or e-mail to ensure your request was conveyed correctly to the CDA staff assigned to respond.

Can I review public records in person?

Yes. Records are available for inspection during regular business hours, Monday-Friday, 9 a.m. – 5 p.m. at our office (1300 National Drive, Sacramento, CA). To make sure the records are ready for inspection, we request that you make an appointment. You can use the contact information listed above.

What should I include in my request?

- Your name and contact information.
- A specific description of the information you are requesting. If you're uncertain how to describe the information, let us know and we will help you identify what information we have that best matches what you need.

How much will it cost?

In most cases, there's no fee. However, if your request requires us to duplicate a large volume of material, we may charge you for the duplication costs (up to \$0.25/page based on actual cost). If the request requires us to compile records, extract information from an electronic database or undertake computer programming, we may charge you for that cost.

When will I receive the records?

We will contact you within 10 days either providing you with the records or letting you know when you can expect to receive the records. If we need additional time to locate the records or determine whether the records are public, we will explain the delay and ask you for a short extension. Some records may be exempt from disclosure.